

DITCHAM PARK SCHOOL

RETURN TO SCHOOL (FOLLOWING COVID-19 LOCKDOWN) RISK ASSESSMENT

DEPARTMENT / AREA / ACTIVITY: KEY WORKER SCHOOL from JANUARY 12th 2021 (National Lockdown Period)

(1) Hazard	(2) Area / Activity	Who might be harmed?	(3) Control Measures	(4) What action can be taken to further reduce risk?	(5) Risk Category L/M/H
Infection from Covid 19 virus	Drop Off	All School Staff (teaching and support) Pupils, parents and visitors	<ul style="list-style-type: none"> • Pupil numbers are to be kept to a manageable level to enable the school to comply with the 2m Social Distancing Rule (SDR) where practicable in the areas of the school used. • Staff are to exercise their professional judgement where practically possible. • Staff should always endeavor to maintain the SDR between them, unless an emergency occurs which overrides this requirement in the best interests of pupils and/or staff. • Pupils will be brought to school by parents who will park / drop-off / collect in the main car park. • Parents will not be allowed into the school and are to take their children to the main school entrance or other entrances as directed by School staff (eg: MPB Sports Lobby). • Parents/Pupils are to observe the 2M social distancing rule whilst waiting to hand over their children. All pupils over 11 and every parent must always wear a face covering when on site. • All secondary aged pupils attending Key Worker School will be encouraged to take two lateral flow tests in advance of first attendance. Any pupil later identified as a close contact of a positive case of Covid-19 will then be offered the 	<ul style="list-style-type: none"> • Signage will be displayed throughout the school reminding all personnel of the 2m SDR • Parents are informed of the parking areas and entrances to use in advance of arriving at the school. • Only essential items to be brought into school (medication, school equipment, water bottle). • Pupils will not share equipment. • Those who receive a positive LFT result will be required to return home to self-isolate immediately. They will be required to take 	M

			<p>opportunity to undertake “serial LFT testing” for 7 school days enabling them to remain in school until such time as they test positive themselves. Those pupils who do not undertake serial testing for 7 school days will be required to self-isolate at home for 10 days.</p> <ul style="list-style-type: none"> • All staff supervising Key Worker children will undertake a weekly LFT test at School. Anyone testing positive will follow the procedure described for pupils above. Junior Key Worker children are currently (12/1) not taking LFT tests. • Each pupil will have the option to have their temperature taken using an infra - red, non – contact thermometer each morning if they request it. The reliance on this method is minimizing with the introduction of LFT programme, and temperature checks for children are now recognized as a less reliable method to detect Covid-19 by PHE/DfE. • Any pupils or staff displaying signs of a high temperature or the other symptoms of Covid 19 will not be allowed into school and must be removed from the school site immediately. Those who have entered the school but develop symptoms during the day will need to return home immediately/earliest possible opportunity. Parents and Staff are required to provide current ICE numbers at all times and undertake to update the School if these change. • Pupils and Staff are required to wash/sanitize their hands, on arrival, and when accessing and leaving each area of the School they use throughout the day. Key Worker children will be sited in the MPB, SDH, Dining Marquee, Small Hall and Library whilst in Key Worker School. Key Worker children in Prep will be taught in the Prep Classroom for four mornings per week by their teacher Mrs Witte, due to the high volume of Key Worker children in Prep attending Key Worker School on those days. (Other Prep 	<p>a PCR Covid test (the School can provide a test if they are unable to arrange in another way). The pupil / member of staff may only return to school after self-isolation has completed or a negative PCR result has been achieved.</p> <ul style="list-style-type: none"> • LFT (home) asymptomatic testing is expected to be rolled out by Government for Juniors staff and pupils from 18th January. Details will be obtained and passed to parents and staff by the School when finalised and communicated by Govt. • Current symptoms are High Temperature (Fever), continuous new cough and a possible change in sense of taste or smell. • Parents will be required to collect symptomatic children immediately when contacted by the School Office. 	
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	Pick-Up	<p>All School Staff (teaching and support)</p> <p>Pupils, cleaners, parents and visitors</p>	<ul style="list-style-type: none"> • Parents are to remain outside the front entrance or other allocated entrance advised to them, socially distanced from each other. • Pupils are to be brought out individually and delivered to their parents. 	<ul style="list-style-type: none"> • Parents are not to enter the School. 	L
	Classroom areas/ Halls / Toilet facilities/play areas.	<p>Teaching and support staff</p> <p>Pupils and cleaners</p>	<ul style="list-style-type: none"> • KW pupils will be taught in the MPB, SDH, Small Hall, Library and (for Prep KW pupils only) in the Prep Classroom each morning. • KW pupils will eat their lunch in the dining marquee, in socially distanced year groups where practicable and sitting in separate “bays” (ie: Juniors / Seniors). • Tables are to be spaced at 2m intervals where practically possible. • All non – essential teaching materials, play equipment and soft furnishing are removed from areas used (though minimal equipment in these locations under normal circumstances). • Children are to be briefed on the importance of hand hygiene. Show videos of this and demonstrate hand washing/sanitizing techniques. • Brief pupils on the importance of not touching their face, eyes etc. • All areas used will be provided with sanitizer, soap and paper towels and staff will provide guidance to pupils in their use. 	<ul style="list-style-type: none"> • Encourage as much outside teaching as possible, weather permitting. • Encourage nature walks around the school site, avoiding any other year groups. • All areas of the School used will be cleaned thoroughly daily with the emphasis on hard touch areas. • All classrooms will be provided with cleaning/sanitising materials for use by staff throughout the day and more available upon request from the Estate staff. 	M



			<ul style="list-style-type: none"> • Pupils are to remain at the same desk throughout the day when being taught. • If the weather permits KW pupils and staff will use the outside spaces to conduct lessons whenever possible. • All PE lessons will be conducted outside or in the SDH in small groups, socially distanced, accessing the PE staff's remote lessons online live or video recordings. KW supervising staff will be in attendance. • Pupils are to go to the toilet one at a time. • Toilets will have running water, soap and paper towels available. Hand dryers will be isolated. • Teachers/Supervisors or other staff responsible for Key Worker children will advise on a daily basis which toilets specific groups of Key Worker children should use (ie: allocated). • Pupils are to wash their hands when re-entering their classroom following an outside break. 	<ul style="list-style-type: none"> • Staff will ensure Pupils wash / sanitise their hands thoroughly after visiting the toilet. 	
	Staff Physical Health, Safety and Wellbeing	Teaching and Support Staff.	<ul style="list-style-type: none"> • Staff must be confident they are fit to return to work and are free from the virus. • Staff must Social distance themselves from their pupils and other members of staff as far as possible. The ideal distance is 2M but 1M with additional protection otherwise as a minimum. • Staff will wear face masks / coverings at all times when in the School buildings. The Prep Teacher will teach in a Face Visor when with Key Worker Prep children in the Prep Classroom. • PPE will be available in Key Worker areas (masks, visors, gloves). Masks are to be worn 	<ul style="list-style-type: none"> • If staff feel unwell at any time, they are to contact the school office or Estate Bursar by telephone or provided radios. 	M

			<p>by staff at all times when inside the school building. Further PPE may be required if a situation develops where a child or another member of staff becomes ill or needs consoling. Masks reduce the chances of the wearer spreading the virus, visors prevent the virus entering the nose, mouth or eyes. Gloves should be used only to deal with an emergency or close contact (eg First Aid) situation and then discarded and should not be worn constantly.</p> <ul style="list-style-type: none"> • PPE should be disposed of in a safe manner once worn. (bagged and placed in a lidded bin). Suitable Bins are available in all areas. • Provision must be made for staff to take a break during each day. • Other members of staff should not enter the Key Worker School areas unless they are required to supervise during break times or in case of emergency. 	<ul style="list-style-type: none"> • The School has assigned enough staff to run the Key Worker school to enable them to have a regular break / lunchbreak period. • If numbers of staff reduce due to illness or other reason and where the School is unable to provide a suitable supply replacement is consequently unable to run safely, the Key Worker school may need to be temporarily closed until the situation improves. 	
	<p>First Aid Pupil feeling unwell – Covid 19 symptoms</p>	<p>Teaching and support Staff Other pupils and parents</p>	<ul style="list-style-type: none"> • Staff aware of symptoms (new persistent cough, high temperature, altered sense of smell or taste, fatigue). • Isolate the child • Don PPE and take the child's temperature and assess the situation. • If assessment concludes that it is Covid 19 the child is to be taken to the Portakabin (not the first aid room) and a member of the office staff or Estate Bursar informed by telephone or radio. Further instructions will then be given. • All other pupils to be removed from the 	<ul style="list-style-type: none"> • If staff are unsure of the nature of the illness they are to err on the side of caution and treat it as Covid 19, until it can be disproved. • If Covid 19 is confirmed all pupils and staff who has had close contact with that person will have to self-isolate for at least 10 days or undertake a period of serial LFT testing for 7 school days. Consent will 	M

			<p>classroom or Key Worker area to, ideally, an outside area.</p> <ul style="list-style-type: none"> • The parents of other pupils will be informed of the School's action, as required, by the Headmaster. • Areas will be "fogged" by the Estate Team immediately and followed up by a thorough clean on a daily basis. 	<p>be obtained from staff members affected, and parents of the pupils involved.</p>	
	<p>First Aid Pupil or Staff unwell (non-Covid symptoms)</p>	<p>Teaching and support Staff Other pupils</p>	<ul style="list-style-type: none"> • Pupil should be taken to the first aid room and a member of the office staff informed in advance, by telephone, as normal. 	<ul style="list-style-type: none"> • If staff are unsure of the nature of the illness they are to err on the side of caution and treat it as Covid 19, until it can be disproved. 	<p>L</p>
	<p>Breaktimes and Lunch times</p>	<p>Teaching and support Staff Other pupils</p>	<ul style="list-style-type: none"> • Pupils will have access to designated areas of the school grounds and will be supervised closely at all times by staff. • Pupils will bring healthy snacks (no nuts) for breaktimes only, and will safely dispose of wrapping in their own bags or in the bins provided in all areas. • Pupils will be provided with a hot lunch in the Dining Marquee each day. Socially distanced seating and designated areas will be observed by all. • Pupils are to wash their hands before and after lunch. • Pupils are not to share food or drinks. • All waste food and packaging are to be disposed of in the bins provided or taken home. 	<ul style="list-style-type: none"> • Pupils are to bring a full water bottle to school with them. These can be refilled at School. • Ensure no products containing nuts are brought into school. Parents have been informed of this 	<p>L</p>

			<ul style="list-style-type: none"> • Provision must be made for staff to have regular breaks and a longer break for lunch • Pupils to bring a reusable refillable water bottle. 		
	Personal Hygiene facilities	Teaching and support Staff pupils	<ul style="list-style-type: none"> • Pupils will attend school in casual/sports/home clothing. • Clothing should be changed or laundered daily at home. • Pupils should be instructed on how to hand wash and sanitize their hands. • Hand sanitizer and cleaning spray will also be provided in each classroom and activity areas. • Toilets have access to soap, water and paper towels, hand dryers are not to be used and will be disabled. • Although not expected in the January/February period, parents will be advised to send their children in wearing “all day” sun cream if required due to high temperature/weather conditions. 	<ul style="list-style-type: none"> • Show video or demonstrate how this is done most effectively. • Pupils are to sanitize their hands after visiting the toilet. 	M
Health & Safety	Fire	All School Staff (teaching and support) Pupils, cleaners, parents and (any authorized) visitors	<ul style="list-style-type: none"> • In the event of a fire alarm activation normal procedures will be followed. Everyone is to evacuate the building by the nearest safe exit and go to the muster point at the front of the school. • SDR should be adhered to where possible at the muster point. 	<ul style="list-style-type: none"> • A whole school (KW/EYFS/Staff) fire drill will be arranged early after the return to school on 19th January 2021. 	L

	Lockdown	All School Staff (teaching and support) Pupils, cleaners, parents and visitors	<ul style="list-style-type: none"> • In the event of a lock down situation developing all staff and pupils are to remain inside their classrooms, maintaining SDR whenever practicably possible. • Doors are to be shut and locked if possible If locking is not possible doors should be blocked with desks, cupboards etc. • Keep pupils quiet and calm and away from windows, if possible, seat them on the floor. • If outside take shelter in the nearest building. 	<ul style="list-style-type: none"> • Await instructions from SLT / Estate Bursar on site. 	L

PREPARED BY Denise Allen / Adrian Trehwella	POSITION Bursar / Estate Bursar	DATE 11/01/2021
SIGNED / DATE		
	HEADMASTER	BURSAR

This RA will be reassessed on a fortnightly (minimum) basis.